

SECTION TWO

Develop a Convenient Collection System

What's Expected



Convenience is the key to having an “successful” recycling program. In designing a collection system for your property (or evaluating the one you have), you need the following:

- ♻️ A convenient method for residents to store recyclable items at home before they take them to a central collection area.
- ♻️ Recycling collection areas that are conveniently located and near trash collection areas.
- ♻️ Recycling collection areas that are adequate in size to accommodate both trash and recycling receptacles.
- ♻️ Recycling collection areas that are illuminated and clean.
- ♻️ Collection containers that are adequate in number and capacity.
- ♻️ A system for monitoring collection containers for contamination and adequate capacity.
- ♻️ Large, easy-to-read signs in the collection areas to identify the materials accepted for recycling and the designated containers for those materials. Signs that include illustrations are helpful. (As appropriate, also use signage that is multilingual.)
- ♻️ Signs and posters that include preparation instructions.
- ♻️ Signage on containers and inside container lids to reinforce instructions and prevent contamination.
- ♻️ Signs and posters that are visible, not blocked by other containers.
- ♻️ Signage that is professional in appearance and waterproof for outdoor areas.

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Develop a Convenient Collection System

Storage at Home

IMPORTANT!

Plastic bags are contaminants when included with other recyclables. Recyclables with contaminants may be rejected for recycling. Be sure to have specially marked containers and signs at your collection site for bags so they are not thrown in recycling containers with recyclable bottles, cans, jars, newspapers, or mixed papers.

If residents find it convenient to store recyclables at home, they will be more likely to participate in your recycling program. But many apartments, condominiums, and multi-family housing units do not have much extra space for storing recyclables. Property managers can make recycling more convenient by:

♻️ **Distributing in-unit recycling containers or bins to each household.**

A partial list of companies that sell these containers is included in Appendix B. The County's Division of Solid Waste Services makes small blue recycling bins, or "baby blues," available on a limited basis to multi-family properties at no additional cost and will deliver large quantities; contact **(240) 777-6400** for more information. If you distribute bins, be sure to let residents know that the bins are owned by management and must be returned if the resident moves. Some management companies have established a deposit system for bins.

♻️ **Encourage use of reusable paper bags and cardboard boxes.**

Paper grocery bags and cardboard boxes make excellent in-home storage containers, and they can be reused for storage again and again.



Compact baby blue bins make recycling easier for residents. Managers should contact the County to arrange for delivery of these recycling bins.

SECTION TWO *(continued)*

Develop a Convenient Collection System

Locating Collection Areas for Recyclables: Convenience is Key



High-rise buildings often require interior collection areas on each floor.

IMPORTANT!



Containers placed in common areas for the temporary storage of recyclables are subject to the County's Fire Safety Code and NFPA (National Fire Protection Association) standard requirements.

Residents collecting recycling from their units need to take their recyclables to a central collection area. In deciding where to locate collection sites, you need to consider which places are most convenient for residents and spacious enough to accommodate recycling storage containers. You will also need to discuss your plans with your recycling collector to ensure ease of collection.

Every trash collection point is required to include a clearly distinguishable recycling area. Please note that ER 15-04AM states "wherever trash containers are located, recycling containers for required materials in adequate size and quantity must also be located."

The collection area must also be large enough to accommodate the number of recycling collection containers you need on a regular basis, and it should be adequate for back-up containers for times of the year (winter holidays, move-outs) when more material is generated. Be sure to illuminate the area to ensure safety and encourage recycling.

You have several options for collection, including:

-  **Interior collection areas on each floor** (common in high-rise buildings). Residents bring recyclables to a collection area or recycling chute on their floor. Staff empty the containers from each floor or chute into larger movable containers and take recyclables to a main storage area for collection by the service provider.
-  **Central interior collection area.** Residents bring recyclable items to storage containers located in a central collection area (such as a laundry room, trash room, clubhouse, or garage). Successful programs in large buildings or complexes have multiple recycling collection areas.

SECTION TWO *(continued)*

Develop a Convenient Collection System

Locating Collection Areas for Recyclables: Convenience is Key *(continued)*



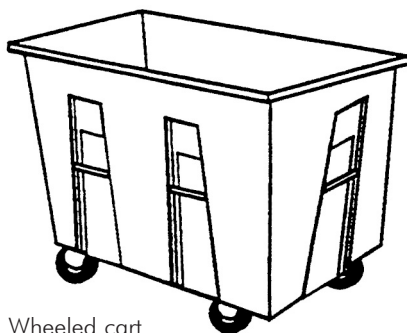
Garden style properties often require exterior storage areas within a short walking distance.

Determining Types of Recycling Collection Containers

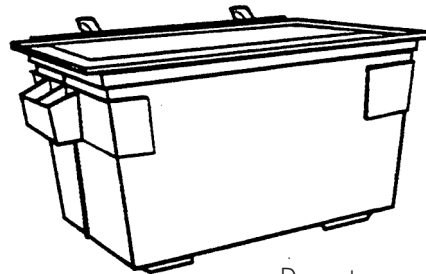
♻️ Exterior storage areas (common in garden style apartments). Residents bring recyclable items to storage containers in an outdoor enclosure area such as a parking lot or loading dock. Successful programs in large buildings or complexes have multiple collection areas.

Note: Section 48-24 of the County Code requires that solid waste containers placed outside must be screened from view at street level.

The number and capacity of collection containers must be adequate for the quantity of recyclable materials your residents generate. Containers also need to be compatible with your collectors's equipment and may include wheeled carts, dumpsters, roll-off containers, or compactors. Be sure that recyclables in outdoor containers are covered. Most recycling collectors provide containers for the properties they service. For a partial list of dealers of recycling collection containers, see Appendix C.



Wheeled cart



Dumpster



Roll-off container

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Determining Staff Requirements

If you have on-site staff, there are a number of ways that they can help make your program successful. These include monitoring the recycling collection areas on a regular basis, keeping the areas clean, and observing containers for contamination, load mixing and other non-compliant activities. Staff should be instructed to report any problems to the management. Because frequent staff turnover is a problem at some properties, you will want to include information about your property's recycling program in staff orientation and training. If you do not have on-site staff to monitor your program, we suggest that a responsible party such as the property manager/owner and/or community resident be designated to routinely monitor the property and collection areas to avoid being non-compliant which may result in costly fines.

Preventing Contamination

ATTENTION: Generators, Property Owners and Managers, Common Owners, and Boards of Condo Associations

Please Note: ER 15-04AM (8)(A)

(8) Collectors Servicing Multi-Family Entities

(A) Collectors must collect and deliver to a recycling facility materials that have been source separated from the solid waste stream, unless the recyclable materials are not acceptable. If a collector determines that the recyclable materials are not acceptable then the collector must inform the generator or responsible agent in writing using a form designated by the County, keep a copy on files, and send a copy to the Department. The collector must indicate the name of the property, name of the responsible agent notified, date, time, address, the nature of the problem and suggested remedy and specify a collector contact name and phone number for additional information.

Recyclable materials that are contaminated will be rejected for recycling. For example, plastic bags in a container full of recyclable cans, bottles, and jars could cause the materials to be disposed as trash. For this reason, it is essential that you emphasize to residents on a regular basis what items can be recycled, how to prepare recyclables at home, and how to separate and dispose of recyclables. On-site signage such as posters and stickers at collection sites is the best way to educate and remind residents. The County and many recycling service providers supply signs and educational materials. (For more complete information on recycling education, see **Know Your Residents and Promote Your Program** (pages 20–28).

Recycling is Everybody's Responsibility!